

# Academic Affairs Search Committee



## Confidentiality Agreement

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As a member of an Academic Affairs Search Committee, I recognize and accept my responsibility to protect the confidentiality of every applicant and prospective candidate, the search process itself, and the deliberations of the Search Committee.

I will have access to confidential information and materials related to the search, and with full knowledge of the critical importance of confidentiality to the integrity and success of the search process, I agree that:

1. The deliberations of the Search Committee, any and all information relating to these deliberations, and all documents relating to the search are confidential unless otherwise required to be produced by law as decided by the University Counsel;
2. The Search Committee Chair or Co-Chairs will be the only members of the Search Committee to disclose the process and the status of the Search Committee's work to the ECU community, the public, and/or the media;
3. I will not, unless otherwise directed or approved by the Committee Chair or Co-Chair, disclose confidential information to any person or entity, other than a Search Committee member or a person otherwise designated by the Committee's Chair or Co-Chairs;
4. The obligation to maintain confidentiality described in these paragraphs exists both during the active search and in perpetuity following the search;
5. At the culmination of the search, I will forward all official search documents to the Committee Chair or Co-Chairs for transmission to and retention in the Provost's Office. I will also destroy any personal electronic or physical copies of these records.
6. If I knowingly breach any of these confidentiality obligations, I may be removed from the Search Committee or may be otherwise disciplined. I further understand that, if removed, these confidentiality obligations still apply.

I have read, understand, and agree to the terms of this agreement.

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Academic Affairs Search Committee Member

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Date